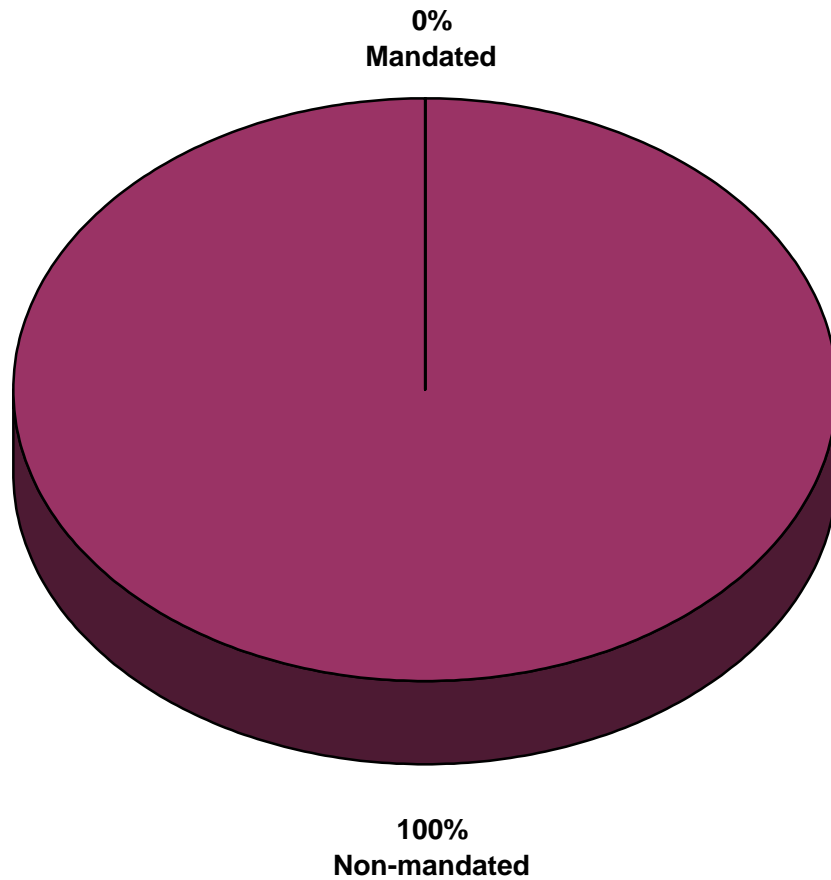


OFFICE OF MANAGEMENT AND BUDGET (003)

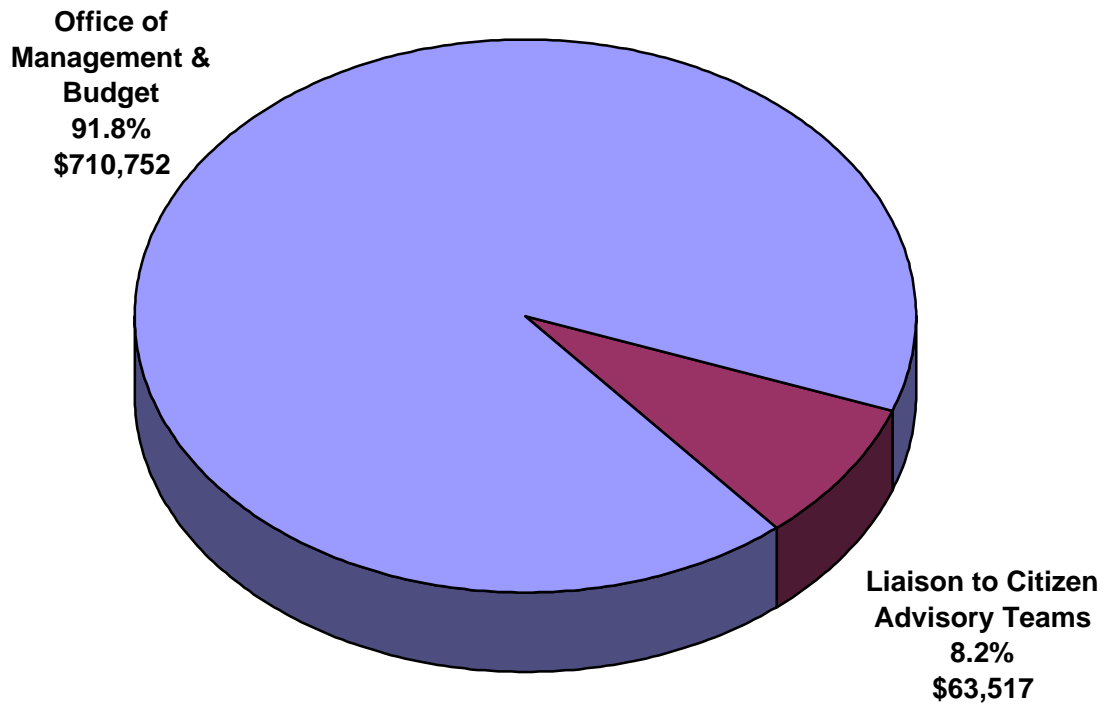
OFFICE OF MANAGEMENT & BUDGET 2005 MANDATED/NON-MANDATED



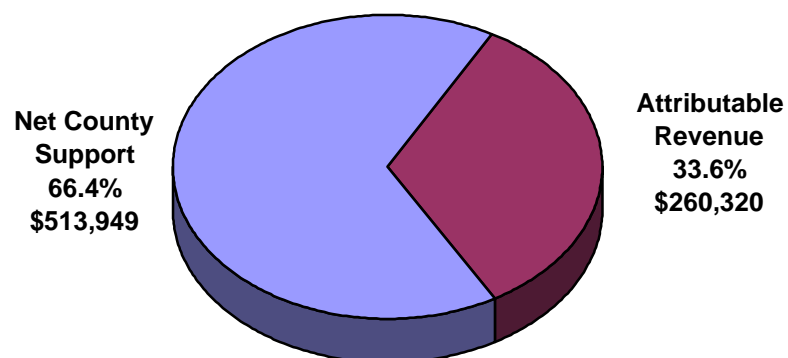
The services provided by the Office of Management and Budget are non-mandated.

OFFICE OF MANAGEMENT BUDGET

2005 Budget - \$774,269



Net County Support



DEPARTMENT: Office of Management and Budget (003)

DEPARTMENT DESCRIPTION

The Office of Management and Budget (OMB) prepares, publishes and administers the annual operating budget and assists in the preparation of the Capital Improvement Program. The department monitors expenditures and revenues and conducts analyses of county operations for the purpose of improving efficiency and effectiveness. A typical annual work plan also includes the preparation of multi-year budget forecasts, analyses of the effect of the New York State budget on the county budget, preparation of financial information and analyses for presentation to the credit rating agencies, administration of the Sales Tax and Hotel Room Occupancy Tax, and review of recommendations to the County Legislature and contracts for services to ensure consistency with county financial and management objectives and policies. OMB also interfaces with citizen advisory teams (CASE Commission, Budget Advisory Team) to identify and implement efficiencies.

Beginning in 2005, the Office of Management and Budget will report directly to the County Executive and has been reorganized as a separate department (See Department of Finance).

Mission

The Monroe County Office of Management and Budget is a multifaceted fiscal team that prepares, analyzes and monitors county wide budgets, performs management studies, conducts long range fiscal planning and evaluates policy issues for fiscal impact for the County Executive to ensure the efficient and effective use of resources for the citizens of Monroe County.

2004 Major Accomplishments

- Incorporated recommendations from the Budget Advisory Team, including multi-year budget forecasting and spending by mandated and non-mandated services, into the operating budget
- Achievement of the GFOA's Distinguished Budget Presentation Award that signifies an effective fiscal planning process and budget presentation for the 2004 Operating Budget

2005 Major Objectives

- To improve operational efficiency, reorganize the Office of Management and Budget into a separate department that reports directly to the County Executive
- Expand metrics program to assist departments in measuring their success toward operational goals within their financial budget

BUDGET SUMMARY

	Amended Budget 2004	Budget 2005
<u>Appropriations</u>		
Personal Services	0	535,686
Expenses	0	29,340
Supplies and Materials	0	4,000
Employee Benefits	0	115,628
Interfund Transfers	0	89,615
Total	0	774,269
<u>Revenue</u>		
Transfers from Other Funds	0	218,980
Hotel Room Occupancy Tax	0	41,250
Minor Sales - Budget Books	0	90
Total	0	260,320
<u>Net County Support</u>	0	513,949

BUDGET HIGHLIGHTS

During 2004, The Office of Management and Budget was budgeted as a division in the Department of Finance (see 001-012-0300 for the 2004 Amended Budget display).

<u>DIVISION DESCRIPTIONS</u>	<u>2004</u>	<u>2005</u>
Budget Preparation and Administration (0301)	\$0	\$710,752
Staff produces the annual operating budget, monitors expenses and revenues throughout each fiscal year and reports quarterly to the County Legislature, monitors events and trends in federal and state governments which affect the county budget, analyzes the debt service implications of capital projects, forecasts county expenses and revenues, and analyzes the financial aspects of management decisions.		
Budget Advisory Team/ CASE Commission (0305)	\$0	\$63,517

This section serves as liaison between the county administration and the CASE Commission and other advisory teams.